

BELL LANE ACADEMY

Staff Roles and Responsibilities 2017-18

Name	Role	Responsibilities
TEACHING STAFF		
Mrs Louise Ward	Headteacher	All duties relating to role of head Senior Leader Child Protection Officer Safeguarding Officer Supporting SEND subject leader Student/NQT lead mentor 'Top Team' monitors
Mrs Hazel Holt	Deputy Headteacher	All duties relating to role of deputy Class 3/4H Senior Leader Assessment Leader Science Subject Leader Deputy Safeguarding Officer Student/NQT Mentor Governor
Mrs Joanne Prentice	UPS Teacher <i>(5 mornings and 2 afternoons per week)</i>	Class 6P KS2 Team Leader Maths Subject Leader Gifted & Talented Coordinator Middle Leader (TLR) NQT mentor Transition to High School Leader
Miss Kathryn Haddon	UPS Teacher	Class 1H KS1 Team Leader Literacy Subject Leader Library Manager Middle Leader (TLR) Educational Visits Coordinator NQT mentor
Miss Kate Wright	UPS Teacher <i>(2 days per week)</i>	PPA and Management cover SEND Subject Leader (SENCo) Middle Leader Music Subject Leader
Mrs Claire Groves	Teacher <i>(3 afternoons per week)</i>	Key Stage 1 and 2 French (PPA cover) MFL Subject Leader
Miss Catherine Johnson	Teacher	Class 3J Art and Design Subject Leader
Miss Kirsty Page	UPS Teacher	Class 1/2P P.E Subject Leader Computing Subject Leader Lead teacher for phonics
Mrs Kirstie Radford	Teacher	Class UFSB History/Geography Subject Leader House Teams leader NQT mentor
Miss Lucy Hyett	Teacher	Class 2H History/Geography Subject Leader

Mrs Carla Robinson	Teacher	Foundation Stage Leader Class LFS Eco Schools Leader NQT mentor
Miss Emma Finch	Teacher	Class 4/5F History/Geography Subject Leader Local and Global Communities Leader
Mr James Senior	Teacher	Class 5/6S Swimming Leader
Miss Abby Sharratt	Teacher	Class UFSA
OFFICE STAFF		
Mrs Kay Reid	Administrative Officer Breakfast Club Supervisor	Oversee all administrative, financial and organisational processes within the school. Organisation of Breakfast Club Finances.
Mrs Liz Robinson	Senior Administrative Officer	Oversee all administrative, financial and organisational processes within the school.
SUPPORT STAFF		
Mrs Allison Gardham	HLTA	Class support KS1 French Classteacher absence and PPA cover 'Catch Up' interventions
Mrs Danielle Holmes	HLTA	Class support Subject Leader Release cover Classteacher absence and PPA cover Interventions Swimming support
Mrs Lisa Batty	Nursery Nurse	Class UFSA/b support Classteacher absence cover
Mrs Annette Lovell	Nursery Nurse	LFS support Classteacher absence cover
Miss Claire Rogers	Classroom Assistant	Class UFSA/b support Outdoor Provision Leader
Mrs Elaine Watson	Classroom Assistant Lunch time supervisor	Class support Interventions Dining Hall and Playground Duties
Mrs Elizabeth Mamwell	Classroom Assistant Lunch time supervisor	Class support Interventions Dining Hall and Playground Duties
Mrs Debbie Pumford	Classroom Assistant	Nursery support Nursery lunchtime cover
Miss Charlotte Jenkins	Classroom Assistant	Class support Interventions Unqualified HLTA cover First Aid Resources YPO stock
Mrs Angela Bacon	Classroom Assistant (SEND)	SEND 1:1 support

Mr Harry Turner	Classroom Assistant	Class support P.E, Games and Swimming support and unqualified HLTA cover
Mrs Lucy Horobin	Classroom Assistant	Class support Interventions
Miss Joanne Dale	Classroom Assistant (SEND)	SEND 1:1 support
Mr David Schofield	Premises Manager	Managing cleaning staff Site maintenance and security Site safety Staff Governor
Miss Rachel Steele	Pastoral Care Manager	1:1 & group support School Council Top Team Deputy Safeguarding Officer Parental support
LUNCHTIME STAFF		
Mrs Elizabeth Holland	Learning Mentor <i>(8 hours per week)</i> Lead Lunchtime Supervisor	1:1 & group support Organising and overseeing LSA duties Dining Hall and Playground Duties
Mrs Barbara Skinner	Lunchtime Supervisor	Dining Hall and Playground Duties
Mrs Jackie Hassall	Lunchtime Supervisor	Dining Hall and Playground Duties 1:1 support
Mrs Joanne Halliwell	Lunchtime Supervisor	Dining Hall and Playground Duties 1:1 support
Mrs Jan Brown	Lunchtime Supervisor Breakfast Club Supervisor	Dining Hall and Playground Duties Breakfast Club Supervision
Mrs Sharon Leach	Lunchtime Supervisor	Dining Hall and Playground Duties
Mrs Wendy Cotton	Lunchtime Supervisor	Dining Hall and Playground Duties
Mrs Samantha Blackwell	Lunchtime Supervisor	Dining Hall and Playground Duties
KITCHEN STAFF		
Mrs Collen Barraclough	Cook in charge	
Mrs Andrea Eckersley	Cook Breakfast Club Cook	
Mrs Tracey Fisher	Cook	